

HAMILTON COUNTY AIRPORT AUTHORITY  
MARCH 6, 2008

The Hamilton County Airport Authority met on Thursday, March 6, 2008 at 6:30 p.m. in the Commissioners Courtroom in the Hamilton County Government and Judicial Center, One Hamilton County Square, Noblesville, Indiana. President Silvey called the meeting to order and Secretary Rauch declared a quorum was present of Allyn Beaver, Tom Kapostasy, Don Silvey, Ted Moran, and Tim Tolson.

**Approval of Minutes**

Kapostasy motioned to approve the minutes of January 24, 2008. Tolson seconded. Motion carried unanimously (5-0).

**President's Report**

Silvey stated activity has been fairly calm this past month. He and Dan Montgomery will have their annual meeting with the Superintendent of the Zionsville Schools on March 25, 2008.

**Committee Reports**

Community and Public Relations Committee

Warren White presented the estimate for the research projects for the Hamilton County Convention and Visitors Bureau Grant. White stated this is not additional money, the estimate shows how the money will be allocated from the Grant and the Willow Marketing retainer. Tolson motioned to authorize the expenditure of \$34,000 (Phase I - \$24,000 and Phase II - \$10,000). Kapostasy seconded. Motion carried unanimously (5-0).

Capital Improvements

Silvey stated we hope to have the State's approval of the appropriation of the TIF funds for the Master Plan. The Board agreed to move the next meeting to April 10, 2008 and begin at 5:30 p.m. with a work session.

Site Development and Operations

Moran stated we are running into a battle with certain factions in Boone County. Dan and Andrea Montgomery are taking unwarranted heat, what these people are complaining about is in the Board's purview, not the Montgomery's. Moran asked that complaints be forwarded to a Board member; the complaints are not about Montgomery Aviation, but about the airport. Kapostasy stated historically public officials and the media are able to find the President of the airport board, are there other individuals that are addressing issues that the Board needs to meet with? Mike Howard stated there are certain people who are not listening, he has spoken with reporters several times and the issues are with the Master Plan. He has explained that if we are going to do anything at that airport in the next 20 years it has to be in the Master Plan. It is exactly a Plan, nobody has started construction and if and when the Board approves construction we will address it. If somebody does not want to listen there is not anything we can do about it. Kapostasy asked Silvey if he has scheduled to present the annual report to Boone County? That has served as a valuable tool to bring people out to ask

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questions on the record. Silvey stated he has distributed to the Board a draft of the 2007 Annual Report and he is going to forward it to Boone County. Kapostasy asked if would be of value to sit down with elected officials, media and interested citizens to explain how a Master Plan works and how it runs its course? Howard stated there will be required public meetings and he does not know why we would want to incur additional costs to say the same thing over again. It will run its course this year. Chris Snyder stated there will be a public advisory meeting that we would make a presentation of what has been discussed and what has been studied to date. It is important during that presentation to present to the public the understanding of what a Master Plan is and what an AOP is and what is considered a significant project. Right now we are trying to discuss that. There is another process for those projects and just because you get an AOP approval does not warrant project approval or constructability in any sense of the word. We will have to go through an environmental assessment that considers several factors before any project can be built. This is the intent of the public meeting. Silvey stated Kim Rauch has indicated the County Council has approved the appropriation of the funding for the completion of the Master Plan, which allows us to complete the technical work, hold the public hearings, and finish the document. We are waiting for State approval of that appropriation. Once we receive that approval we will be able to release the engineers to complete the Master Plan. Then we will be able to look at a schedule. Moran stated Dan (Montgomery), as Airport Manger, understands that he will have to field operational questions. When it comes to structural or development there should be a demarcation and the President or a Board member should take those questions. Silvey stated until we get to the public meetings of the Master Plan, we will probably not get anywhere. The faster we can get to that point, the faster we can have the discussions. Silvey stated he has been very disappointed that the representative from Boone County has not attended our meetings for the last year; many misunderstandings would have prevented with that communication.

**Indianapolis Executive Airport Report**

Andrea Montgomery stated Willow Marketing has set a meeting for Tuesday, March 11, 2008 at 2:00 p.m. to discuss specific questions for the research grant. Andrea asked a member of the Board to attend this meeting.

The NBAA Dispatchers Conference was successful and they have two new customers due to their efforts.

BizVoice has published an article on Montgomery Aviation and they paid for the full page ad.

A. Montgomery will forward the final draft of the ad going into the Hamilton County Convention and Visitor's Bureau publication to the Board.

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The June 14<sup>th</sup> Open House Fly-In planning is progressing. The 2008 Operating budget did not include a line item for this event. Montgomery asked the Board to help secure raffle items and volunteer at the event. A letter will be sent to all elected officials of Hamilton County advising them of all of the Open Houses scheduled at the airport this summer.

Dan and Andrea attended the Westfield Chamber of Commerce EDC luncheon and the airport was mentioned several times as part of the SR 32 Economic Engine Plan. Westfield is hoping to get improvements on SR 32 beyond Springmill Road moved up in the INDOT time line.

Several members of Montgomery Aviation attended the AAI Legislative Luncheon held in January. The airport was supported by Representative Jim Buck and Senator Jeff Drozda.

Montgomery Aviation is hosting a fundraiser for the Jackson Center on May 3, 2008. The Jackson Center is the only center in the State of Indiana that helps children with Cerebral Palsy. It will be a Pancake Breakfast and raffle prizes would be appreciated.

The 4<sup>th</sup> Quarter is finished and fuel reports are completed. The income forecast was \$178,917 and we finished at \$175,035. Expenses were kept down with a savings of \$28,000. \$40,000 has been paid through the 4<sup>th</sup> Quarter to Hamilton County and there is an ending cash balance of \$19,958. Most of the income shortfall is attributed to the fuel price increase. Since February 18 jet fuel has gone up \$.41 per gallon and low lead has increased \$.27 per gallon. Fuel farm rents have decreased and there is a decline in the older T-hangar rents. Fuel deliveries Year to Date totaled over 600,000 gallons compared to 609,000 gallons for the same period in 2006. The EPA analysis has passed for this period and all periods from January 2001.

This year's Security review has begun. They have met with the Zionsville Fire Department, Zionsville Police, Boone County Sheriff's office, and the Westfield Fire Department. Tomorrow they will meet with the Westfield Police and meetings have been scheduled with the TSA and FBI. The Hamilton County Sheriff has stated the report we issued was fine. Final security procedures should be complete by May, 2008.

Montgomery stated at the last meeting the Board approved the AviMet Data Link weather reporting equipment and service agreement. The data service charge of \$195.00 per month was approved to be paid from the IEA operating account, but she has no line item in her budget to pay for that service. Montgomery stated her budget is very tight and she is not sure where she can take this expense from. Rauch will transfer funds in County General to cover this expense. The bills should be sent to Kim Rauch.

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An invoice from ASMI, for the localizer repairs, to bring it up to standards, in the amount of \$1,824.46 has been received and Andrea asked if she can use the ILS maintenance budget to pay this invoice? Kapostasy stated yes.

An in-house procedure has been started for trying to narrow down where our visitors are coming from, how they found out about us and where they are going to which will go towards the research being done by Willow Marketing.

Willow Marketing will be creating a one page flyer that can be sent to all the airports in the State to invite them to land at IEA and partake of events in Hamilton County and its towns and cities.

Media Impact, Montgomery Aviation's media company, has been meeting with Avfuel to create an 18 month marketing plan for Montgomery Aviation at IEA.

Silvey stated IEA has the first Eclipse Jet housed at IEA.

Dan Montgomery stated during a wind storm the cover on the PAPI on Runway 36 was shorted out and is out of service. Michiana Contracting will look at the system.

NADIN, the AviMet Data Link service for the AWOS will be installed in late March or early April.

The FAA has approved John McPherson with ASMI to maintain the Localizer, G/S, ADF and AWOS.

Silvey stated Dan is now at Grissom, the contract has been signed. Part of his contract with Grissom is that he is allowed to bring the snowplow down to IEA.

Kapostasy asked Andrea about the status of the annual audit by Million and Company. Andrea stated she hopes to have it by the next meeting.

**Woolpert Engineering Report**

**AIP-12, Parallel Taxiway Design**

Chris Snyder stated in order to get the Glideslope operating certain deadlines need to be met: 1) receive FCC permit; 2) work completed; 3) flight check; 4) procedure published for the new ILS. Snyder stated he has met with Dan Montgomery and Carl Winkler on what the best options are for Montgomery Aviation. At some point the system will have to be shut down and we will have to use what approaches are available or we have to wait until new procedures are available. Snyder stated Option #2 is recommended: proceed with Localizer/glideslope work and flight check in June. This is to obtain visual approaches on the ends of the runway when the best weather is likely to occur for 1-2 months or until the Localizer Approach is flight checked. The Localizer Approach would be the only approach before the publication date in September.

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Snyder stated the minute the Localizer/Glideslope goes down for the flight check and we change the threshold position the airport will be without any approach besides visual for that period of time. Dan has indicated this will be in the middle of June, it is not during race season, there should be better weather conditions and we are expecting a flight check on the Localizer as soon as possible. ASMI has told us three to seven weeks, but they usually get it within two to three weeks. We would then get an approach for the airport. That would allow us to carry until the Glideslope is published; you can not use the Glideslope until the publication is released at the end of September. This work should be complete October 1, 2008. Silvey confirmed the Glideslope will be shut down from June 1 to October 1? Snyder stated correct. The Localizer approach will be shut down from June 1 to July 1, it could go to August 1. Silvey asked if the FAA had gotten their paperwork together would this time line been shortened? Snyder stated yes, but painting could not have happened in April due to the weather.

AIP-13, Parallel Taxiway Construction

Snyder updated the Board on the Parallel Taxiway Construction project (AIP-13).

Div. "A" (Poindexter) – Contract is closed.

Div. "B" (Shelly & Sands) – a final change order for marking will be presented upon completion of the project.

Div. "C" (Michiana) – Michiana has the reflectors and they are trying to determine when the best time would be to do the Glideslope work and taxiway work to minimize the effort.

Local Projects

Rule 6 Compliance

Woolpert has a draft of the Rule 6 Compliance SWP plan completed. Snyder requested approval of the President's signature on the Rule 6 Checklist Form and the Report Cover Letter, pending his review of the document. Tolson motioned to approve the President's signature on the Rule 6 Checklist and Report Cover Letter and the Enact Resolution. Kapostasy seconded. Motion carried unanimously (5-0). There are quarterly and annual requirements that need to be done and he will share that information with Dan Montgomery. Snyder stated Dan Montgomery will need to complete a Site Assessment Certification Letter with the President's signature.

Localizer Replacement

ASMI has brought out the Localizer shed and equipment and have requested payment of those invoices; \$52,468 for providing and delivery of the Localizer and \$25,333 for providing and delivery of the Localizer shelter. Kapostasy motioned to approve. Moran seconded. Motion carried unanimously (5-0). Snyder stated installation will occur at a later date.

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Woolpert Invoice

Snyder requested approval of the payment of an invoice in the amount of \$7,710 from the 2007 General Services contract. Tolson motioned to approve. Kapostasy seconded. Motion carried unanimously (5-0).

**Old Business**

Northside Trailer Sales

Silvey stated Adam DeHart has forwarded copies of the drawings for the Northside Trailer Sales building to Woolpert. The drainage is coming off of their property and into a new open ditch going across the airport property. Initially the open ditch was approximately 50' from the airport's north property line. Silvey stated we have asked for it to be moved a little farther south to give us a little more room to get around so that we can get from one side of the ditch to the other side of the ditch on our property. Silvey asked if that distance has been increased and shown on the plans? DeHart stated yes.

DeHart stated Northside Trailer is relocating their business from Carmel to the north corner of SR 32 and CR 1200. The building, parking lot and detention pond is located almost identically to what was originally presented. The stormwater detention has been designed onsite on the 21 acres owned by Northside Trailer. This is a completely dry detention system which works well with the plans. DeHart stated from their site the stormwater comes down to the southwest corner at the corner of the detention pond. There is 360 feet of storm sewer where it leaves diagonally off of our site and flows to the southwest to the far north end of the open ditch and we have held an 80 foot strip along the north edge of the airport property that would be clear area. It would look exactly as it does today. The open ditch would start south of that area. Any kind of farm equipment could travel on the 80 foot strip. The open ditch travels south approximately 1,400 feet to the existing open ditch so essentially we are continuing the new open ditch to the low point. The design accommodates all of the drainage elevations for our site, the VanSickle property, and the airport property. Submittals have been made to the Boone County Drainage Board. DeHart stated they are requesting permission to reconstruct this legal drain; in order to do that we need a Petition in front of the Boone County Drainage Board. The owners of the airport property and the developer, Kay Lancaster, must sign the petition so the 1,400 feet of open ditch can be reconstructed. They will continue to keep this Board and the engineer advised, there may be revisions by Boone County and they will continue to provide the information as the project progresses. DeHart stated they commit to do their utmost to maintain their stormwater system on the Northside Trailer 21 acres so it would not become a duck pond and they commit that once the ditch is in place and functioning and if there was an obstruction that would cause a holding of water they would work immediately with the Board to correct that situation. Ms. Lancaster's business has light equipment on site that could rectify the situation immediately. DeHart stated these commitments could be attached to the drainage easement for that short piece of pipe that runs across the corner diagonally. DeHart has contacted the Boone County Surveyor's office

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about this language and is waiting for their reply. DeHart stated the final item was whether or not we would need compensation for that drainage easement itself. DeHart stated the design was paid for by Northside Trailer, they are willing to come onto the airport property and install the open ditch at a cost of \$35,000, the airport owners get benefit from that open ditch, the people in the watershed north of this property will receive benefit from this ditch, and INDOT will be improving SR 32 and this will include better drainage which this ditch will shorten their distance to an outlet by 1,400 feet, which saves them money. DeHart stated they will coordinate with Woolpert on leaving the dirt that is excavated from the ditch on the airport property. The topsoil can be separated and put at any location Woolpert indicates. The actual acreage for the drainage easement is 2/10 of an acre, using Mr. Howard's figures for fair market value of easements, if it was to be compensated for it would be \$3,700 - \$3,800. The owner of Northside Trailer feels since they have spent the money to make the improvements and helped the airport with the dirt they should not have to pay compensation for the easement. Snyder asked if 18" the final pipe size? DeHart stated yes. Snyder asked if that pipe is able to handle an HS20 load if it would go over the top of it? DeHart stated yes, as long as they have two feet of cover. Snyder asked if it has been considered to put any rip-rap at the outlet of the storm pipe that goes into the legal drain? DeHart stated yes, any place where there are private tiles they will put rip-rap on their side and the opposite side. Snyder stated Silvey discussed what we want to do with the dirt and he estimates it will be 7,000 to 10,000 yards but he would like to finalize that equation because we need to figure out land use space. The airport has to implement a SWP control plan and we will have to be able to maintain the dirt from top soil and sediment runoff so we will have to look at stock pile management. We may have to do something to mitigate the runoff of the new soil until it grows vegetation on top of it. Howard stated an erosion control fence will have to be around the pile of dirt. Snyder stated it won't have to go around the entire pile of dirt; it depends on where we put the dirt. Snyder stated he will have to know the quantity of dirt. DeHart will provide the quantity of dirt to Snyder. Howard recommended if we get the dirt, fence and mitigation that would take care of the compensation. Snyder asked DeHart to remove the statement that the survey was provided by Woolpert. Snyder stated there will be a farmland impact on the airport, a change of intended use, so we may have to do a CAD-X review (environmental review) to identify for the FAA that it is not a significant impact. Approval will be needed before any dirt can be turned or it will be a violation of environmental procedures on FAA or federal property. Snyder stated it could take one to two months for the approval.

Moran asked why can't the drainage be installed on the Northside Trailer property? Howard stated this is a pre-existing legal drain, it is a buried pipe. The outlet is an open ditch. They are opening this tile as a ditch. Moran stated he would be reluctant to vote in favor of anything that precludes us from development of that property. Howard stated there is already a regulated drainage easement there; if we develop that property we would have to construct the open ditch, we would have to create an outlet for ourselves. The Boone

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County Drainage Board already has title to that easement, if we do anything in the future we would have to do this anyway. If we do a minor change then this creates an outlet where we could put our drainage because the current pipe is not adequate to satisfy any existing discharge requirements. If we develop this ground in the future, this helps us rather than hurts us. Howard stated the detention pond will be dry detention, when there is a rain event the water will run off the impervious surface and the surrounding land. It will be in the pond for a short period of time and then discharged through a small pipe. The maintenance requirement is that there will be a covenant that ran with their land and after the discharge of the water event if there is standing water in the detention pond or open ditch we would give them 30 days notice to re-grade that ditch and if they did not do it we would grade it and charge it back to them. We can not have standing water because it attracts ducks and ducks and airplanes do not mix. DeHart stated they readily recognize this and have worked with this constraint from the beginning. Dan Montgomery asked who is going to maintain the ditch? DeHart stated the ditch will be grass on the slide slopes and the grass filter strip. It is his understanding that the onsite maintenance of the grass will be done by the airport. Snyder stated it would be the airport's responsibility; keeping it clear would be the responsibility of Boone County, keeping it draining would be the responsibility of the developer. Howard stated drainage boards have maintenance responsibilities but sometimes they don't get around to it. If it is not clear and is backing up there is standing water. We are not primarily relying on the Boone County Drainage Board, we are primarily relying on Northside Trailer. Howard stated we want to make sure we don't have woody vegetation. Snyder stated the farmer will be able to farm into that easement as much as he wants.

Silvey asked what the Board's opinion is on charging for the easement? Kapostasy stated the expressed cooperation of the filter and run-off control is more than adequate. Howard stated if there is a motion it would be subject to FAA approval where the President and Secretary could sign an easement and subject to covenants being recorded as discussed. DeHart added and sign the reconstruction petition. Kapostasy so moved. A. Beaver seconded. Moran asked Snyder to review the loss of farming income and what we have to accept. Kapostasy stated the soil, which we have a need for, is worth \$3,000 to \$4,000. DeHart stated by opening the ditch, which is 1,400 feet long and 50 feet wide which is approximately 1.6 acres of lost farming income. Kapostasy calculated it would be about \$200 a year of lost farming income. Beaver, Tolson, Kapostasy and Silvey approved. Moran opposed. Motion carries (4-1).

Snyder stated the timing may not work with the planting season but if we could try to identify the construction limits so the farmer knows ahead of time and if they would try to work within those construction limits so we would not have to pay the penalty this year. Kapostasy asked our airport manager to maintain our annual farm income this year.



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DeHart stated it is their intention to be heard at the next Boone County Drainage Board meeting, which is later this month. Permits are pending with INDOT for the entrance onto SR 32 and a permit pending with the Boone County Health Department. We will have our State release back tomorrow on the building so we are hoping to pull permits within the month, have the entire project constructed in six months so we could mark the ditch area before the planting season.

**2007 Annual Report**

Silvey asked if the draft of the annual report is acceptable to the Board and if so he will distribute it. The Board concurred.

**County Council Liaison**

Brad Beaver asked if it is the intention for the Master Plan to be completed in 2008? Snyder stated it is possible to have a Master Plan document before December 2008, but approval of that document in 2008 may be difficult but not impossible.

B. Beaver asked if there are spots for corporate hangars in the new Master Plan? Kapostasy stated yes, we have not worked out the layout of the facility which is one of the items we need to schedule a work session for.

B. Beaver asked how long will the oldest T-hangars be at the airport? Moran stated not very long. Snyder stated in the Master Plan process and we do the CIP development we will have to put that in the order. It will have to be established what the timing and removal of those hangars will occur. It is possible that it could be triggered in 2009 but it is also possible it could go two to three years longer. Beaver asked what will bring them down? Snyder stated it will be having the funds to build relocation facilities, you will have to build new T-hangars and move the tenants the day you tear them down. Beaver asked if they are encroaching on anything, is it a safety risk? Snyder stated it is in the Runway Protection Zone and is identified as an item that needs to be removed. Beaver confirmed it would be a monetary decision to tear them down? Kapostasy stated that is one, the other thing would be if the main runway would be closed and we would use the parallel taxiway we would have to take those hangars down.

B. Beaver asked if we could at least paint the T-hangars, they look terrible from the road compared to the rest of the facility.

**Legal Counsel**

Howard stated at the last meeting the lease agreements were signed with Montgomery Aviation and TAFT. Those agreements are maintained as our records but we record a Memorandum of Lease and Howard requested approval on a Memorandum of Lease between Montgomery Aviation and the Hamilton County Airport Authority and a Memorandum of Lease between TAFT and the Airport Authority. Kapostasy motioned to execute the Memorandums. Tolson seconded. Motion carried unanimously (5-0).

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**Woolpert Invoice**

Snyder requested payment of an invoice in the amount of \$14,760 for work on the Master Plan. Kapostasy motioned to approve the payment of the Engineer and Aerofinity for their work on the Master Plan. Tolson seconded. Motion carried unanimously (5-0).

**Next Meeting** – April 10, 2008 with a Work Session at 5:30 p.m. and Public Session at 6:30 p.m.

Tolson motioned to adjourn. Kapostasy seconded. Motion carried unanimously (5-0).

**Present**

Allyn Beaver, Board Member  
Tom Kapostasy, Vice President  
Ted Moran, Board Member  
Don Silvey, President  
Tim Tolson, Board Member  
Mike Howard, Attorney  
Brad Beaver, County Council Liaison  
Dan Montgomery, Montgomery Aviation  
Carl Winkler, Montgomery Aviation  
Kim Rauch, Secretary  
Chris Snyder, Woolpert Engineering  
Warren White, Willow Marketing  
Chris Womble, Fishers  
Cathy Womble, Fishers  
Tania Lopez, Indy Star

**APPROVED**

\_\_\_\_\_  
Don Silvey, President

Date: \_\_\_\_\_

**ATTEST**

\_\_\_\_\_  
Kim Rauch, Secretary

Date: \_\_\_\_\_

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